

CORPORATE INFORMATION MANAGEMENT

MEDICAL
FUNCTIONAL STEERING COMMITTEE
CHARTER

1. BACKGROUND. The Deputy Secretary of Defense (DEPSECDEF), in an October 4, 1989 memorandum, directed establishment of OSD-led Corporate Information Management (CIM) Functional Groups comprised of functional experts from each Service and Defense Agency. Each CIM Functional Group (hereafter referred to as the Functional Group) will develop DoD-wide standard functional requirements for designated business areas. A Functional Steering Committee is being established for each Functional Group.

2. PURPOSE: The Medical Functional Steering Committee (hereafter referred to as the Steering Committee) is constituted to facilitate implementation of the products and policy recommendations of the Medical Functional Group. This includes medical architecture, coordinated medical care, theater medical areas, and other health related areas.

3. STEERING COMMITTEE COMPOSITION.

- The Steering Committee shall be chaired by the Assistant Secretary of Defense for Health Affairs, the senior OSD policy official for health matters, hereafter referred to as the Chairperson.
- The Steering Committee shall be comprised of one Flag Officer or Senior Executive Service member within each DoD Military Department and appropriate Defense Agencies with principal policy and operational cognizance over the Medical and health arena.
- Other Committee members include:
 - The Senior Information Resources Management Official for the Department of Defense.
 - The Deputy Comptroller (Information Resources Management)
 - The Director, Corporate Information Management.
 - The leader from the Medical Functional Group.
 - Additional members as may be determined appropriate by the Steering Committee Chairperson.

- At the discretion of the Steering Committee Chairperson, other DoD representatives may be invited to attend specific meetings to address issues before the Steering Committee. Such participants may include, but need not be limited to, senior DoD officials with responsibility for functional requirements or related issues under consideration by the Steering Committee. Such participants, however, will have observer status only.

4. RESPONSIBILITIES.

a. The Chairperson will:

- 1) Schedule and preside at Steering Committee meetings.
- 2) Appoint an Executive Secretary who will ensure that Steering Committee meeting minutes are prepared and distributed to members.

b. The Steering Committee will:

- 1) Periodically review progress of the Functional Group.
- 2) Resolve interface, integration, and policy implementation issues raised to the Steering Committee by the Functional Group.
- 3) Identify additional functional requirements and other related issues resulting from changing policies which need to be addressed by the Functional Group.
- 4) Review candidates for the interim standard information system(s) proposed by the Functional Groups and make a recommendation for approval by the DoD Senior Information Resources Management Official.
- 5) Review Functional Group products and, when appropriate, obtain necessary coordination on Functional Group's products.
- 6) Review proposed policy, legislative, and regulatory changes forwarded by the Functional Groups and take necessary actions to process the proposed policy changes and legislative proposals.
- 7) Resolve, with other Steering Committees, interface and integration issues across functional groups.

5. DURATION AND FREQUENCY OF MEETINGS.

- The Steering Committee shall remain active for as long as the Functional Group is active.
- The Steering Committee shall meet as often as necessary, but at least quarterly.